

Creating a VIM Account

*Instructions for Setting Up AUTH (VIM- VITA Identity Manager) Account
for PMIS/BES users who are not in the COV network*



Creating a VIM Account for PMIS/BES users not in the COV network

If you are in an agency that uses PMIS/BES and your agency is not in the COV network, you will need to create an AUTH/VIM Account before you will be able to access PMIS/BES in the new web application. Navigate to the VITA home page at <http://www.vita.virginia.gov/> and select VITA Identity Manager from the list.

The screenshot shows the VITA website with the following elements:

- Header:** Virginia.gov, Agencies | Governor, Search Virginia.Gov
- Navigation:** About | Services | Technology Oversight | Support | Integrated Services | Commonwealth Security | Supply Chain | Library
- Agencies List (Right Side):**
 - Browse VITA Contracts
 - Comment on ORCA
 - Commonwealth Technology Portfolio
 - eGov Services
 - Security Incident Reporting
 - VITA Identity Manager** (circled in red)
 - VITA IT Service Rates & Credit Policy
- Footer:**
 - Agencies: VITA supports the commonwealth by providing cybersecurity, IT infrastructure services and IT governance.
 - Localities: Geospatial mapping and emergency communications assistance aid localities in responding to their citizens in times of emergencies and disasters.
 - Citizens: VITA supports Virginia's citizens by providing information technology that permit state agencies to provide a wide variety of government services.
 - Suppliers: VITA purchases goods and services from a wide variety of vendors, including those that are Small, Woman and Minority (SWaM) owned certified by the commonwealth.
- Bottom Bar:** Latest News and Events

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To request a new VIM Account, select the VIM link as circled below:

The screenshot shows the VITA website header with the Virginia.gov logo, navigation links (About, Services, Technology Oversight, Support, Integrated Services, Commonwealth Security, Supply Chain, Library), and a search bar. The main content area is titled "VITA Identity Manager (VIM)" and includes sections for "About VITA Identity Manager (VIM)", "What does VITA Identity Manager (VIM) do for me?", and "Frequently Asked Questions". The URL <https://accessidm.vita.virginia.gov/externalauth/login.aspx> is circled in red in the "About" section. A "Feedback" button is visible on the right side of the page.

Virginia.gov Agencies | Governor Search Virginia.Gov

Virginia Information Technologies Agency

About Services Technology Oversight Support Integrated Services Commonwealth Security Supply Chain Library Find

Home > Support > VITA Identity Manager (VIM)

VITA Identity Manager (VIM)

About VITA Identity Manager (VIM)

VITA Identity Manager (VIM) is VITA's identity management system designed to streamline the creation and administration of user account requests and provide a means for users to securely maintain their own account details.

VIM can be accessed using this link: <https://accessidm.vita.virginia.gov/externalauth/login.aspx>

If you try to gain access to your application and cannot get in using your email address as your username and your previous password, please call the VCCC at 1-(866)-637-8482 or email at vccc@vita.virginia.gov.

What does VITA Identity Manager (VIM) do for me?

Most importantly, VIM allows you to request an account as well as electronic access to certain VIM-enabled applications without having to contact the the business owner and/or the VCCC. In addition, VIM provides self-service to allow the user to update account information such as their email and contact information.

Currently, you need only one VIM account to access the following VIM-enabled applications:

- Cell Phone Costs
- New Hire Application (HR)
- Project Manager Development Program
- VITA Comprehensive IT Goods & Services (Online Billing)

To request a VIM account for the first time, click here: <https://accessidm.vita.virginia.gov/external/newaccountregistration.aspx>. The tool will guide you through the steps to create your account profile and submit the request.

If you already have a VIM account and wish to request access to a VIM-enabled website or application, logon to VIM, at <https://accessidm.vita.virginia.gov/externalauth/login.aspx> and select the application that you would like access. VIM will guide you through the access request process. Permissions to the application are authorized by the application owner.

Frequently Asked Questions

1. How do I request a VITA Identity Manager (VIM) account?

<http://www.vita.virginia.gov/>

Feedback

Creating a VIM Account for PMIS/BES users not in the COV network

Type your email account in the Email Address box and select **Need an Account?** Link.



Email Address:

Password:

[Forgot Password?](#)

[Need an Account?](#)

This computer system is the property of the Commonwealth of Virginia. By accessing and using this system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of this computer system may subject you to State or Federal criminal prosecution and penalties

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You will advance to another screen where you will be asked to type your email twice and then click the Request button.



Enter Email Address

Verify Email Address

[Have an account already?](#)

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You will get the following confirmation message:

Your account request has been submitted successfully. You will receive an e-mail with instructions on how to activate your account.

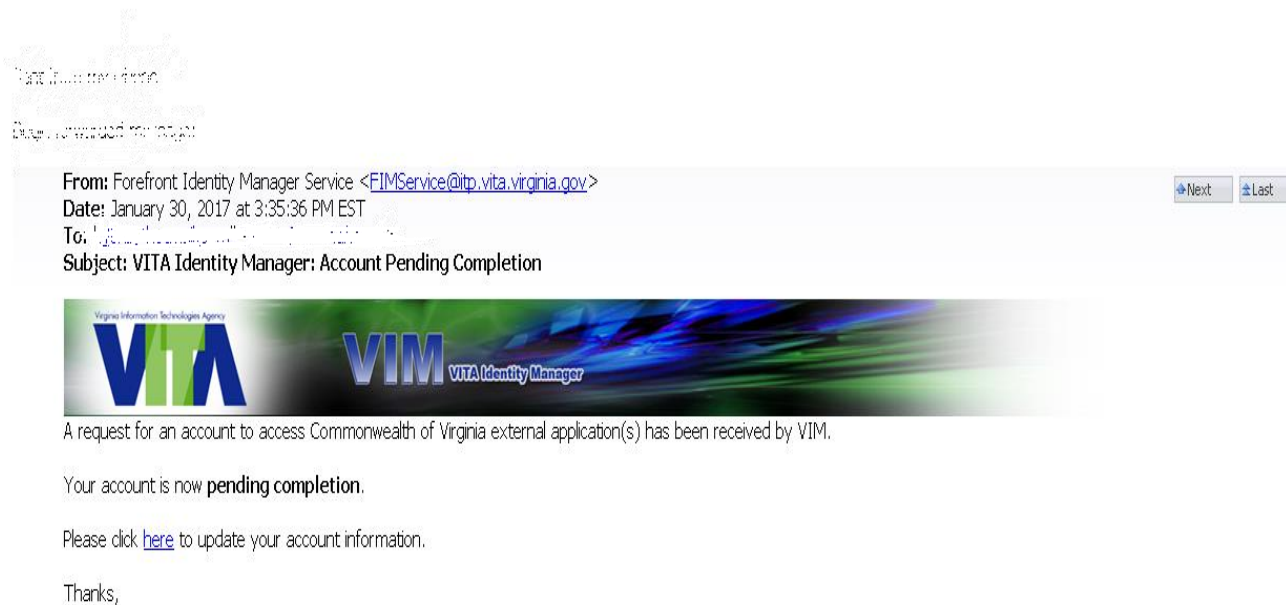


Your account request has been submitted successfully. You will receive an e-mail with instructions on how to activate your account.



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You will receive an e-mail that tells you your account is now **pending completion**. You will be asked to click [here](#) to update your account information.



Creating a VIM Account for PMIS/BES users not in the COV network

You will need to complete the following required fields in the form: First Name, Last Name, Password, Verify Password and phone number and then click the submit button. **Password must contain at least 8 characters. It must also contain an uppercase letter, lowercase letter, and a number. Phone number must be in the format (xxx) xxx-xxxx**


The screenshot shows a mobile browser interface with the URL `accessidm.vita.virginia.gov`. The page header displays the VITA logo and the text 'VIM VITA Identity Manager'. Below the header, the email address 'nltva@hotmail.com' is visible. The registration form contains the following fields:

- First Name *
- Last Name *
- Middle Initial
- Preferred First Name
- Password *
- Verify Password *
- Company
- Department
- Job Title
- Phone (xxx) xxx-xxxx

A red circle highlights the 'Submit' button at the bottom of the form. A red asterisk and the word 'Required' are visible next to the Password and Verify Password fields.

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You will be asked a couple of Challenge questions. Please answer them and confirm your secret answer a second time and click submit.



VITA VIM VITA Identity Management

Secret Question 1

What is the name of the city that you never want to visit again?

Secret Answer Confirm Secret Answer

Secret Question 2

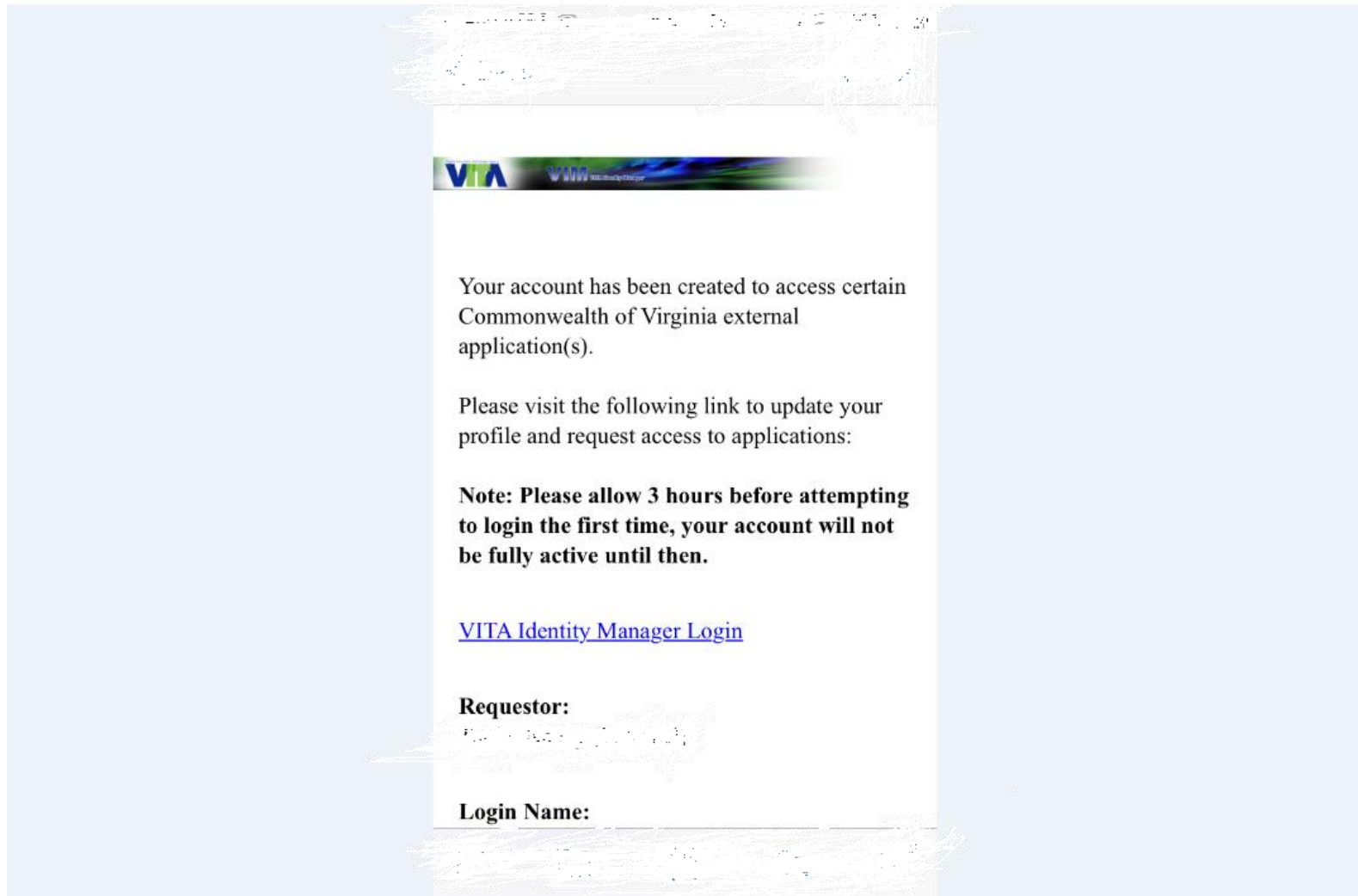
What was the name of your first pet?

Secret Answer Confirm Secret Answer

Submit Clear

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You will get another email telling you that your account has been created to access certain Commonwealth of Virginia external application(s). **Please allow 3 hours before attempting to login the first time, your account will not be fully active until then.**



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Once you have a VIM account you can use the password reset tool in order to reset your VIM password if you forget it.

Subject: Self-service password reset registration reminder

Good morning,

This is a reminder to register for the Password Management Portal. This password reset tool has been implemented for users in order to reset passwords via self-service methods. Passwords can be reset by calling the VITA Customer Care Center (VCCC) whether a user is registered or not.

To register, please use the following link:

- VITA Identity Management (VIM) Portal –
<https://accessidm.vita.virginia.gov/externalauth/login.aspx>
- Click on "My Security Questions"

Once registered, you can reset your password by following the steps below:

- Go to VIM Portal –
<https://accessidm.vita.virginia.gov/externalauth/login.aspx>
- Click on "Change My Password".

Once registered, if you have forgotten your password you can reset by following the steps below:

- Go to VIM Portal –
<https://accessidm.vita.virginia.gov/externalauth/login.aspx>
- Click on "Forgot Password?".

If you have any questions please contact the VCCC at 866.637.8482